

**Lebanon Board of Finance
Minutes of April 8, 2010
Regular Meeting**

Members Present: Liz Charron, Chairman; Glen Coutu; David Geligoff; Gregg Lafontaine; Betsy Petrie; Lori Wesolowski; Chuck Haralson (alt); Phil Johnson (alt)

Members Absent: Susan Zickmann (alt)

Item A. Call to Order

The meeting was called to order at 7:34 by L. Charron, Chairman.

Item B. Minutes of previous meetings

L. Wesolowski moved to accept the March 11, 2010 Regular Meeting Minutes. D. Geligoff seconded the motion. Motion passed with 2 ayes and 4 abstentions: L. Charron, G. Lafontaine, B. Petrie and L. Wesolowski.

G. Lafontaine moved to accept the March 16, 2010 Special Meeting Minutes. G. Coutu seconded the motion. Motion passed unanimously.

B. Petrie moved to accept the March 18, 2010 Special Meeting Minutes. L. Wesolowski seconded the motion. Motion passed unanimously.

G. Lafontaine moved to accept the March 25, 2010 6 p.m Special Meeting Minutes.

L. Wesolowski seconded the motion. Motion passed unanimously.

B. Petrie moved to accept the March 25, 2010 7:30 p.m. Special Meeting Minutes.

G. Coutu seconded the motion. Motion passed unanimously.

G. Coutu moved to accept the March 29, 2010 Special Meeting Minutes. G. Lafontaine seconded the motion. Motion passed unanimously.

L. Wesolowski moved to accept the March 31, 2010 Special Meeting Minutes. G. Lafontaine seconded the motion to accept the minutes with an amendment. Under Item D., the first paragraph should include "G. Lafontaine moved to increase the Board of Education budget by \$150,000. Motion failed due to lack of a second." Motion to approve the minutes as amended passed unanimously.

Item C. Correspondence

No correspondence was received.

Item D. Monthly Expenditures/Revenues/Payment of Bills

Jim Day reviewed with the Board the year-to-date Revenue Summary and Monthly Expenditure Report through the end of March. He noted that the property taxes posted for March were not included in this report. For next month's meeting, Jim will highlight the areas he thinks are coming under budget and what the projections are at that point. The Board reviewed a Board of Finance Approved Actions Summary for the fiscal year 2009-10 submitted by Jim. It was suggested to have an "as of" date listed at the bottom of the document showing the date of the report. The Board also reviewed a schedule of Long-Term Debt put together by Jim showing the amortization schedule of current bonds loans. The Board also reviewed a Finance Department FY 2010 General Fund Projection showing an estimated decrease of \$130,000 in fund balance as of this date.

Item E. Ongoing Business

1. Consider and act on the adoption of the bond and note authorization and appropriation of funds for the Amston Lake Sewer Project.

Jason Hoffman reported to the Board that the income survey has been completed and the town qualifies for a 40 percent grant from the USDA. They are working to meet the application deadline of April 28, 2010. Jason also reported there will be a mailing sent out to all Lebanon residents explaining the grant and how it will reduce the cost of the project and cost to taxpayers.

G. Lafontaine moved to approve the Resolution of the Board of Finance as provided in Attachment A to the board minutes. B. Petrie seconded the motion. Motion passed unanimously.

2. Discuss upcoming public hearing on the budget.

No action was taken on this item.

Item F. New Business

1. Discuss Board of Education projected revenues and expenditures for the current fiscal year (FY 2009-10).

No action was taken due to the Board of Ed needing more time to prepare their report. A special meeting will be held on Tuesday, April 13, 2010 at 7:30 p.m. to address this issue.

2. Review TIP fund to understand the administration of the fund and if it is meeting the goals we established a few years ago.

First Selectman Joyce Okonuk reviewed with the Board how the TIP fund has been used. The TIP fund is broken down into four categories: Building and Grounds: discretionary and nondiscretionary; and Furniture, Fixtures, and Equipment: discretionary and nondiscretionary. It was suggested that a report of expenditures be reviewed with the Board on a quarterly basis. It is expected that any expenditure over \$5,000 be brought to the BOF for consideration and approval. At that time, the BOF can consider other funding alternatives that may be available.

B. Petrie moved to add to the agenda a motion to consider and act on a project to repair the handicap ramp at the Lebanon Town Hall. D. Geligoff seconded the motion. Motion passed unanimously.

G. Lafontaine moved to authorize the Board of Selectman to spend up to \$7700 out of the TIP fund to repair the handicap ramp at the Lebanon Town Hall. D. Geligoff seconded the motion. Motion passed with 5 ayes and 1 nay, G. Coutu.

G. Coutu moved to take up Item F4 under New Business. G. Lafontaine seconded the motion. Motion passed unanimously.

4. Consider and act on closing the Senior Center Building Fund and transferring remaining dollars to Capital Reserve Fund (\$4,107 as of 6/30/2009).

No action was taken at this time. The remaining fund balance and current expense allocations will be reviewed in detail with Selectman John Bendoraitis.

5. Consider and act on the deficit in the Dog Fund (-\$11,877 as of 6/30/2009).

G. Coutu moved to request the Board of Selectman to call a Special Town meeting for the purpose of transferring \$11,887 from Fund Balance to the Dog Fund to eliminate the deficit balance carried from prior years. L. Wesolowski seconded the motion. After further discussion, it was decided to wait until the end of the fiscal year to address this item. G. Coutu and L. Wesolowski withdrew their motions.

Item G. Other

Current information regarding the Senior Center van was shared with the Board. The original grant that the Senior Center was applying for would cover a mini bus rather than a van. A new grant application is being submitted which would pay for 80 percent of the cost of the van and would reduce the cost to the town from the \$55,000 originally requested.

First Selectman Joyce Okonuk informed the Board that they are in receipt of one bid and are expecting two more by next week for the work to be done to establish procedures and implement corrective actions in the Finance Office.

First Selectman Joyce Okonuk also informed the Board that the Public Works budget for next fiscal year will not change, but the Board of Selectmen are discussing a possible wage adjustment for the foreman based on the cost savings that he has shown in that department..

Item F. New Business

3. Consider and act on developing a process for documenting policies established by the Board of Finance.

The Board discussed the benefits of having a manual as a resource document for all of the policies established by the Board of Finance. The Budget Subcommittee will work on putting together a manual of the policies and procedures used by the board.

Item G. Other

L. Charron informed the Board that it was brought to her attention that the final budget for the 2009-10 FY was not on the website. It was found posted under the Annual Town Meeting of May 4, 2009 as the proposed budget. This will be corrected going forward with the finalized budget being posted on the BOF website.

Item H. Adjourn.

B. Petrie moved to adjourn the meeting. L. Wesolowski seconded the motion. Motion passed unanimously. Meeting adjourned at 9:19 p.m.

Respectfully submitted,
Diana Drake
Recording Secretary

ATTACHMENT A

RESOLUTION OF BOARD OF FINANCE

Item :

RESOLVED, that the Board of Finance recommends that the Town of Lebanon appropriate \$6,550,000 for costs related to the design, construction and equipping of the Amston Lake Area Sewer Project, including a low-pressure sanitary sewer system with individual property pump systems to serve the Amston Lake area and connect to the existing Town of Hebron sanitary sewer collection system to address identified potential pollution problems in a manner consistent with Consent Order No. WC0005663 entered into between the Connecticut Department of Environmental Protection and the Town of Lebanon and issued on December 28, 2009, including the extension of a sewer main through a portion of the Town of Colchester and the Town of Hebron to connect with the existing Hebron sanitary sewer system at a sewer manhole on Deepwood Drive in the Town of Hebron, and related work and improvements including roadway restoration. The project is contemplated to be completed substantially in accordance with the recommendations with respect to such a system included in the study prepared by Wright-Pierce, dated November 2007, and entitled "Amston Lake Wastewater Management Study for the Town of Lebanon, Connecticut".

FURTHER RESOLVED, that the Board of Finance recommends that the Town issue bonds or notes or obligations and temporary notes or interim funding obligations and sewer assessment notes in an amount not to exceed \$6,550,000 to finance the appropriation. The amount of bonds, notes or obligations authorized to be issued to finance the appropriation shall be reduced by any grants received by the Town for the project.